



**City of Kingston
Equity, Diversity and Inclusion Advisory Committee
Meeting Number 01-2024
Agenda**

**Monday, February 26, 2024 at 1:00 p.m.
In a virtual, electronic format**

Please provide regrets to Iain Sullivan, Committee Clerk at 613-546-4291, extension 1864 or isullivan@cityofkingston.ca

Committee Composition

Councillor Hassan
Councillor Stephen
Nada Aarabi
Johnson Adebayo
Jirjees Alshammaa
Sunita Gupta
Harold Holt
Ambalika Kumar
Abraham Kuriakose
Muhammad Zain Mustafa
V. Ophelia Rigault
Duane Wainman

- 1. Election of Officers**
- 2. Meeting to Order**
- 3. Approval of the Agenda**

4. Confirmation of Minutes

- a) **That** the minutes of Equity, Diversity and Inclusion Advisory Committee Meeting Number 04-2024, held Monday, June 26, 2023, be approved.

5. Disclosure of Pecuniary Interest

6. Delegations

7. Briefings

8. Business

a) **Committee Orientation Report**

The Report of the Director of Legal Services & City Solicitor (EDI-24-001) is attached.

Schedule Pages 1 – 7

Recommendation:

This report is for information only.

b) **Indigenous Camp Molly**

The Report of the Commissioner of Infrastructure, Transportation & Emergency Services (EDI-24-002) is attached.

Schedule Pages 8 – 12

Recommendation:

This report is for information only.

c) **Equity, Diversity and Inclusion Office Report, Q2, Q3, and Q4 2023**

The Report of the Commissioner of Community Services (EDI-24-003) is attached.

Schedule Pages 13 – 36

Recommendation:

This report is for information only.

9. Motions

10. Notices of Motion

11. Other Business

12. Correspondence

13. Date of Next Meeting

The next meeting of the Equity, Diversity and Inclusion Advisory Committee is scheduled for Monday, April 29, 2024 at 1:00 p.m.

14. Adjournment



City of Kingston
Information Report to Equity, Diversity and Inclusion Advisory Committee
Report Number EDI-24-001

To: Chair and Members of the Equity, Diversity and Inclusion
Advisory Committee

From: Jenna Morley, Director, Legal Services & City Solicitor

Resource Staff: Janet Jaynes, City Clerk

Date of Meeting: February 26, 2024

Subject: Committee Orientation

Council Strategic Plan Alignment:

Theme: Corporate business

Goal: See above

Executive Summary:

This report provides an overview of the roles and responsibilities of members of the Equity, Diversity and Inclusion Advisory Committee (EDI Committee). This information includes the mandate of the Committee along with additional information regarding the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), conflict of interest, and committee procedure.

Recommendation:

This report is for information only.

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Authorizing Signatures:

ORIGINAL SIGNED BY DIRECTOR

**Jenna Morley, Director, Legal
Services & City Solicitor**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Growth & Development Services	Not required
Jennifer Campbell, Commissioner, Community Services	Not required
Neil Carbone, Commissioner, Corporate Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives	Not required
Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

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Options/Discussion:

Background

The following information will provide EDI Committee members with a general overview of participation on a City of Kingston advisory committee. The first section of this report is devoted to describing the role of the EDI Committee and its members. The second section of this report covers an overview of privacy legislation, conflict of interest and committee procedure.

Role of the Equity, Diversity and Inclusion Advisory Committee

The EDI Committee functions to provide advice to both City staff and Council in the development of policies, programs and other matters aimed at reducing barriers in the workplace at the City. It also is mandated to provide advice on fostering diversity and inclusion in all sections of the organization. The work of the EDI Committee is guided by the Visions and Principles located in the [Workplace Inclusion Charter](#). The role of the EDI Committee therefore includes:

- Inviting input by a broader representation of community members who face systemic barriers and others with relevant experience, including subject matter experts.
- Reviewing and considering current institutional practices, programs and projects through an Indigeneity, Inclusion, Diversity, Equity and Accessibility (IIDEA) lens.
- Providing advice on best practices regarding the facilitation of more inclusive-culturally competent service provision for equity deserving or seeking populations.
- Providing advice with respect to the development and refining of policies, programs and other matters that facilitate an inclusive and equitable workplace.
- Identifying training and action-oriented opportunities for City staff and Council with aims to foster cultural awareness and sensitivity and to create and promote more diverse, inclusive and safe spaces for equity deserving and equity seeking populations.
- Actively fostering greater inclusion of equity deserving and equity seeking populations in the City of Kingston.

City staff may bring reports and seek advice from EDI Committee members on other areas of work within the City if information is sought regarding equity, diversity and inclusion matters. Committee members are given the opportunity to ask questions and provide their feedback to staff.

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Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

MFIPPA is provincial legislation that governs how the City collects, uses, discloses and disposes of records. A record is any piece of recorded information, how ever it is recorded; this includes emails, agendas, minutes or reports.

Under MFIPPA, the public has the right to access records in the custody and control of the City, subject to specific exceptions. Additionally, the City is obligated to protect the privacy of individuals. A balance needs to be struck between openness and transparency and protecting individual privacy.

Committee members do not have any special right to access City information; they have the same access rights as the general public. Any requests for information should be submitted through the committee clerk, who can determine if the information can be provided, or if a formal request is required under MFIPPA.

Records created by a committee member that relate to their responsibility as a committee member may be subject to MFIPPA disclosure requirements. This makes it important to use discretion when creating records related to committee business.

Municipal Conflict of Interest Act and Member Code of Conduct

The *Municipal Act, 2001* requires municipalities to establish codes of conduct for members of Council and local boards. In Kingston, the [Member Code of Conduct](#) (the Code) establishes the ethical standards of behaviour for members of Council and committees.

Within the Code are provisions relating to:

- Rules of decorum;
- Use of City property;
- Gifts and benefits;
- Confidentiality;
- Improper use of influence; and
- Conflicts of interest.

The Code requires committee members to:

- Promote and uphold the purpose of the City;
- Participate actively and in good faith;
- Uphold the law and act with the highest degree of ethical behaviour and integrity;

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- Treat members of staff and the public with respect;
- Ensure the public trust;
- Comply with the City's Respect in the Workplace Policy; and
- Declare actual and perceived conflicts of interest.

It is important to note that committee members are appointed by Council and may be removed by Council.

Under the Code, members must avoid conflicts of interest. This includes real conflicts of interest under the *Municipal Conflict of Interest Act* and perceived or apparent conflicts of interest.

Only a committee member can determine if they have a conflict of interest. Staff cannot provide advice in this regard or determine if there is a real or apparent conflict of interest. There are questions a member can ask when assessing a potential conflict of interest:

- Have I been or am I in any way involved with the matter personally or professionally?
- Are any of my business partners or family members connected with the matter?
- Am I capable of addressing this matter without bias? Is my mind open to following a course of action that may be different from my original position?
- Have I considered public interest as a priority?
- What would a reasonable person, apprised of all the relevant facts, believe about whether I am influenced by my personal and/or business interests if I vote on this matter?

If you have determined that you have a conflict of interest, you must declare it at the start of the meeting under the agenda item Disclosure of Pecuniary Interest. When the matter is being considered by the committee you will be able participate in the discussion; however, you will not vote on the matter.

Committee Procedure

The following are tips and advice regarding meeting procedure:

- Committee meetings are held virtually using Zoom. Details regarding participation in virtual meetings can be found in the [Electronic Meeting Management Guide](#).
- When voting, members are asked, if able, to physically raise their hand to indicate their vote. You cannot abstain from a vote; any member that does not indicate their vote will be recorded as an 'opposed' vote. A member may also indicate their vote orally or use the Raise Hand function in Zoom.

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- Under Approval of the Agenda, members have an opportunity to change the order of business or add items to be mentioned under Other Business.
- Confirmation of Minutes is where members have a chance to correct errors or add omissions to the record. The minutes are the official record of the meeting and are recorded by the clerk without note or comment. They are not a verbatim transcript of the meeting. Once confirmed by the committee, minutes are posted to the City website.
- Delegations are an opportunity for members of the public to speak to the committee. Delegations are provided five minutes to speak, followed by a question & answer period. Each committee member may ask a maximum of two questions per delegation. A maximum of five delegations may appear on the agenda, speaking to either agenda items or non-agenda items that are topics within the mandate of the committee. The public cannot ask questions during a delegation.
- Briefings are presentations from staff regarding an agenda item. There is a 10-minute maximum speaking time, followed by unlimited questions from the committee. The public cannot ask questions during a briefing.
- Motions are requests by committee members to Council to direct staff to provide information to the committee. A motion must be submitted in advance to the committee clerk no later than seven days prior to the meeting. No committee has authority over a City department and a committee cannot direct staff to spend money or undertake work. A motion approved by a committee must also be approved by Council.
- Notices of Motion are an opportunity for a member to advise the committee of a motion that the member intends to bring forward at a future meeting.
- Other Business is where members may provide a brief update on topics of interest to the committee. A request to speak under Other Business must be added during the Approval of Agenda. No debate or advancing of business is allowed under Other Business.
- Correspondence is where letters and emails received from the public regarding committee business are received. There is no debate or discussion permitted; however, correspondence can be referenced during the Business portion of the agenda.

Financial Considerations

None

Contacts:

Iain Sullivan, Committee Clerk 613-546-4291 extension 1864

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Other City of Kingston Staff Consulted:

Vanessa Mensah, Equity, Diversity and Inclusion Manager

Exhibits Attached:

None



City of Kingston
Information Report to Equity, Diversity and Inclusion Advisory Committee
Report Number EDI-24-002

To: Chair and Members of the Equity, Diversity and Inclusion Advisory Committee

From: Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services

Resource Staff: Monique Belair, Fire Chief

Date of Meeting: February 26, 2024

Subject: Indigenous Camp Molly 2024

Council Strategic Plan Alignment:

Theme: 4. Foster a Caring and Inclusive Community

Goal: 4.5 Promote and support diversity.

Executive Summary:

The purpose of this report is to familiarize the members of the Equity, Diversity and Inclusion (EDI) Advisory Committee with the initiative Camp Molly, a not-for profit organization with a Board of Directors that provides an opportunity for 35 self-identifying females and non-binary youth between the ages of 15–17 to meet and engage with strong female role models in their community and explore all aspects of the fire service.

Camp Molly continues to grow each year and, in 2024, there will be 12 camps, three of which will be for Indigenous People’s only. The first Indigenous Camp will be hosted by Kingston Fire & Rescue on May 23–26, 2024. Camp Molly remains steadfast in their support of those most marginalized in the fire service and to ensure that all the campers feel “Empowered, Challenged and Change the Way They See Themselves”.

At the time of this report, Camp Molly has enrolled nearly 500 self-identifying and non-binary youths in their camps. Each of these Camps has been well received by the community with

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testimonials received from the campers, volunteers, and parents about how this experience has changed their lives.

Recommendation:

This report is for information only.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Brad Joyce, Commissioner,
Infrastructure, Transportation &
Emergency Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Growth & Development Services	Not required
Jennifer Campbell, Commissioner, Community Services	<input checked="" type="checkbox"/>
Neil Carbone, Commissioner, Corporate Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

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Options/Discussion:

Camp Molly is an initiative that was brought to the Halton Region in 2019 during Fire Chief Belair's tenure with the Oakville Fire Department. Camp Molly is now hosted by a number of municipalities across Canada, after it was set up to provide young women with the opportunity to meet and engage with strong female role models and introduce them to roles within the fire service. Since its inception, it has expanded to include non-binary youth, and Chief Belair, who serves as the President of Camp Molly, is working to bring more of the target youth from the Indigenous community into the camps. Through engagement with the Indigenous community, the first Camp Molly for Indigenous will be hosted by Kingston Fire & Rescue at the Training Centre this year for four days starting on May 23.

Background

Camp Molly's entire 4-day camp experience is free and is supported through sponsorships, grants and donations from the community and fire service organizations. The campers participate in a series of evolutions that provide insight into the possibility of pursuing a career in one of the many positions the fire service has available to them, including:

- Fire Suppression
- Training
- Communications
- Fire Prevention
- Fire Investigations
- Public Education, Public Information and Media Relations

The mission of Camp Molly is dedicated to "Changing the Way You See Yourself". Despite increasing national awareness about mental health, statistics for girls in Canada paints a grim picture. In grade 6, 36% of girls say they feel self-confident. By grade 10, this falls to only 14%. Supplementary to these statistics is the negative impact on mental health experienced by secondary students as a result of the pandemic in the past few difficult years.

At Camp Molly, all instructors and volunteers are committed to providing a positive and safe space for the campers. The official website at www.campmolly.ca provides further information including the story of Camp Molly and brief overviews of some of the activities in which young campers have the opportunity to participate in during the 4-day experience. The [Voices of Camp Molly](#) provides additional context.

Kingston Camp Molly May 23–26 Schedule

Camp Molly is working with our Partners and Indigenous Elder(s) for the Kingston Camp to ensure that all evolutions and activities align with the culture and traditions of Indigenous People's. The health and safety of the campers, volunteers and instructors is always a priority.

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Day 1–3 Activities:

- Introduction of Platoon Captains, Instructors and Volunteers
- Evolutions
- Lunch and Learn Speaker
- Afternoon Evolutions
- Cleanup and Overview of days activities

Day 4 Activities:

- Safety Briefing/Checking of Campers personal protective equipment
- Firefighter Combat Challenge
- Graduation (Traditional Indigenous Ceremony)

Indigenization, Inclusion, Diversity, Equity & Accessibility (IIDEA) Considerations

To ensure we are respectful and inclusive of the Indigenous culture in the preparation and hosting of these camps, the Camp Molly Board of Directors is currently working with the Canadian Indigenous Affairs Minister's Office. Camp Molly has partnered with the National Indigenous Fire Safety Council, Cree Nation Government Fire Chiefs, Indigenous Firefighters Association of Canada and Saskatchewan First Nation Emergency Management in the design and preparation of the Indigenous Camps. The Camp Molly Board of Directors is consulting with Mohawk Fire Chief Scott Maracle in building relationships with the Band youth council and elders to assist specifically with the upcoming Kingston Camp in May.

Financial Considerations

There is no financial cost to the City of Kingston. Camp Molly will take place at the Kingston Fire Training Centre with resources provided by our sponsors. For those campers participating from Indigenous communities outside of Kingston, the Camp Molly Board of Directors will ensure accommodations are provided through their fundraising efforts.

Contacts:

Monique Belair, Director/Fire Chief, 613-546-4291 extension 5203

Don Carter, Deputy Fire Chief, 613-546-4291 extension 5202

Other City of Kingston Staff Consulted:

Vanessa Mensah, Manager, Equity, Diversity & Inclusion

Exhibits Attached:

None



City of Kingston
Information Report to Equity, Diversity and Inclusion Advisory Committee
Report Number EDI-24-003

To: Chair and Members of the Equity, Diversity and Inclusion Advisory Committee

From: Jennifer Campbell, Commissioner, Community Services

Resource Staff: Vanessa Mensah, Manager, Equity, Diversity & Inclusion

Date of Meeting: February 26, 2024

Subject: Equity, Diversity and Inclusion Office Report Q2, Q3 and Q4 2023

Council Strategic Plan Alignment:

Theme: 4. Foster a Caring and Inclusive Community

Goal: 4.5 Promote and support diversity.

Executive Summary:

This report provides updates on the Equity, Diversity and Inclusion (EDI) Work Plan (Exhibit A) for the second, third and fourth quarters of 2023. This includes updates on the exploratory research conducted to inform the revision of the municipal Fee Waiver Policy and Newcomers Welcome Day; the planning of diversity events and training; the revision of the procedure of acknowledging and celebrating significant observation and events; and an update on other ongoing deliverables.

The purpose of this report is also to seek feedback from members of the committee on the proposed 2024 dates for the City's recognition of EDI (IIDEA) awareness and celebration events.

To allow for appropriate planning and/or consultations with the impacted groups, there were seven deliverables from the EDI Office's Work Plan for 2023 that have been deferred, as described in the Options/Discussion section of this report.

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Recommendation:

This report is for information only.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Jennifer Campbell,
Commissioner, Community
Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Growth & Development Services	Not required
Neil Carbone, Commissioner, Corporate Services	<input checked="" type="checkbox"/>
David Fell, President & CEO, Utilities Kingston	Not required
Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives	Not required
Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

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Options/Discussion:

Fee Waiver Policy

The City of Kingston has an existing Fee Waiver Policy that was implemented to ensure consistency, equity and transparency in addressing requests for a reduction or waiver of fees for not-for-profit organizations requesting use of municipal facilities for programs, community and special events. A scheduled review of this policy was conducted to ensure it was serving its intended function and providing accessibility to equity deserving groups and communities. Staff completed research by comparing the City's existing fee waiver policies to other municipalities both in and outside Canada and other sectors. The research identified gaps and additional best practices to ensure inclusivity. In collaboration with Recreation & Leisure Services, and based on this review, this policy is now under revision.

National Indigenous Peoples Day

The City is annually honoured to support the Kingston celebration of National Indigenous Peoples Day, which in 2023 included a day filled with Indigenous-led ceremonies, cultural events and programming. The event was a collaborative effort supported by many community partners including the Kingston Native Centre and Language Nest (formerly Kingston Indigenous Language Nest), the Office of Indigenous Initiatives - Queen's University, Limestone District School Board, the Kewaywin Circle, the Sexual Assault Centre Kingston, Tipi Moza - Iron Homes, Kingston Community Health Centres, Kahwá:tsire Indigenous-Led Child & Family Programs, the Métis Nation of Ontario, the Odemin Collective and Kingston Frontenac Public Library.

Approximately 4,000 attendees enjoyed live performances, a Sacred Fire, children and youth programming, and local Indigenous vendors (artists, food and community resources) at City Park from 10 a.m. to 6 p.m. on June 21, 2023. As well, an estimated 600 people participated in a night of music and community where the Juno-award-winning band Digging Roots performed in Springer Market Square. City support was led by the Special Events team of the Recreation & Leisure Services Department, with support from the Heritage Services Department and the EDI Office.

Anti-Racism Working Group

On July 7, 2020, City Council endorsed the City's participation in the establishment of an Anti-Racism Community Working Group (ARWG). The ARWG is community led and its mandate includes advancing equity and inclusion, improving access to justice, the introduction of educational programs about systemic racism, advocating for change and making sure that systemic racism barriers are eliminated. The group had its inaugural meeting on February 1 2023 and continues to meet bi-monthly.

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The ARWG, in collaboration with the Anti-Racism Task Force (a group of institutional leaders responsible for designing and developing strategy based on input and recommendations from the ARWG), are developing a community wide anti-racism awareness campaign to bring awareness, education and resources forward on anti-racism. BmDodo Strategic Design has been retained and is currenting surveying the community to determine the campaign strategy.

Indigenous Cultural Awareness Training

In recognition of the third annual National Day for Truth and Reconciliation, the City deployed the first of four modules of Indigenous cultural training in September 2023. Staff were encouraged to complete this training to deepen their understanding of Indigenous history, the ongoing impact of residential schools, the importance of reconciliation and the resiliency of Indigenous people. The remaining modules will be rolled out to staff over the next several months to ensure adequate time is provided to complete and reflect on the content of the modules. Group sessions will be held in the winter of 2024 to assist City staff in processing and cementing their learnings from this training.

Grand Theatre Programming

The EDI Office met with staff from the Arts & Culture Services Department to review the City-led programming presented at the Kingston Grand Theatre from an Indigenization, Inclusion, Diversity, Equity & Accessibility (IIDEA) lens. The focus of this review was related to Grand OnStage, which is a curated season of professional performances presented annually by the Arts & Culture Services Department. Grand OnStage is a multi-disciplinary performing arts program that features over 40 unique national and international dance, theatre, comedy, music and cirque presentations available between September and April each year.

The review looked at the upcoming Grand OnStage season and the shows to be presented, as well as the key performance indicators that have been developed related to this program. The key performance indicators for Grand OnStage are broad and inclusive of marketing, including revenue generation, communications, curation and programming. Through the review, it was determined that Grand OnStage is committed to IIDEA-based goals such as increasing access to diverse and new audiences, increasing appreciation for the arts and building cultural knowledge, offering diverse performing arts experiences for Kingston audiences, promoting artists that identify as Indigenous, Black and People of Colour, and improving access to performing arts experiences.

Rockin' the Square

In 2023, the City presented the Rockin' the Square event, an annual free live music concert in Springer Market Square, which was planned and programmed through an IIDEA lens, to showcase diverse artists to Kingston audiences and reduce barriers to access. The concert which took place on Friday, July 28, 2023, featured two major Canadian hip hop artists, Kardinal Offishall, the first Canadian rapper in history to top the Billboard Top 100 charts, with special

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guest Maestro Fresh Wes, the first hip hop artist to receive a JUNO Award for Best Rap Recording of the Year. Local hip hop artist, Keaton Ryan who is known for his energetic and provocative material that provides thoughtful social commentary, opened the show. Free public transit was offered on the evening of the event.

Emancipation Day

The City had the privilege to support Emancipation Day in 2023, which recognizes the day the Slavery Abolition Act of 1833 came into effect across the British Empire, formally ending slavery in Canada and its other colonies. Canada's federal government first recognized Emancipation Day in 2021 and Kingston City Council asked that it be recognized in 2022, and beyond, as a reminder of Canada's history of enslaving people of African descent as well as Indigenous Peoples. It was also an opportunity to celebrate the past and present accomplishments of Black people in Kingston.

This year's theme, Thriving in Colour, was chosen to honour the resiliency of the Black community in Kingston in the face of ongoing anti-Black racism and discrimination. The City worked with residents and many community partners to offer an expanded range of programs over the course of a week leading up to Emancipation Day that included a week long basketball camp with a pro basketball player for youth, a black block party featuring local black businesses and a festival showcasing black talent. Community partners for this year's celebration included Queen's University, St. Lawrence College, Kingston Frontenac Public Library, Agnes Etherington Art Centre and the Downtown Kingston Business Improvement Area (BIA) as well as locally Black-owned businesses and Black artists and creatives.

Intercultural Arts Festival

On September 17, 2023, the City celebrated Kingston's rich diversity through people, food, music, art and culture at the annual Intercultural Arts Festival. The festival was led in collaboration with Recreation & Leisure Services, Arts & Culture Services and the Marketing & Public Engagement Division.

The event started with various community leaders acknowledging efforts to combat the legacy of systemic racism and the City's demonstrated commitment to creating belonging. The City removed barriers to increase participation for all groups. Approximately 5,000 attendees enjoyed 11 workshops, 16 food vendors, 21 on stage performances, 15 cultural pavilions and 19 community organization pavilion attractions.

Ongoing Deliverables

Pride 2023 Event and Crosswalk Updates

Since 2018, the City of Kingston has facilitated the painting of the courtesy crosswalk located in front of City Hall in recognition of Pride Month. The colours required have been applied within

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the existing design of the ladder crosswalk at the beginning of June each year and painted over again at the end of the month.

In May 2023, the courtesy crosswalk in front of City Hall was removed for safety reasons. This commenced a discussion with the 2SLGBTQIA+ community regarding a temporary relocation of the Pride crosswalk as well as the location and design of a permanent Pride crosswalk that had been previously requested and discussed.

City staff met with a select number of community representatives from Kingston Pride in late May 2023 to discuss the location and design of a temporary crosswalk. It was determined the preferred location would be the intersection of Ontario and Clarence Streets (west of the location of the former courtesy crosswalk). It was also determined that the preferred design would be the updated Progress Pride flag that includes recognition of the Intersex community (yellow triangle with purple circle).

In discussion with community representatives, it was also decided that it would be beneficial to facilitate a community engagement process during Kingston Pride to determine the preferred location and design of a permanent Pride crosswalk. As such, the community engagement process was facilitated as part of the Kingston Pride Community Fair held on June 17, 2023 in Confederation Park. Five questions were posed and 200 people participated in the survey with the majority selecting the intersection of Ontario and Clarence Streets as the preferred location for a permanent Pride crosswalk using the updated Progress Pride flag as the design. The target date for this installment is Summer 2024 after the environmental assessment for the Ontario Street and Market Street pedestrianization. A summary of the community engagement on the Pride crosswalk can be found attached to this report as Exhibit B.

Recognition of Significant Observation and Events

Further to the City's Diversity Celebration Calendar established in December 2021, the EDI Office has proposed to use the Canadian Centre for Diversity and Inclusion (CCDI) Diversity Calendar to recognize significant observations and events which are Provincially and Federally observed. It is the EDI Office's goal to create a comprehensive and accurate multicultural calendar that encompasses and represents the diversity of the corporation and community. The current diversity celebration calendar unintentionally excluded some cultural and religious celebrations. As such, staff will be utilizing a nationally recognized calendar that encompasses faith, culture and social justice observances. This calendar has been designed and maintained by the CCDI and can be found at the following link: [2024 CCDI Diversity Calendar](#).

Gender Inclusive Washrooms and Provision of Hygiene Products

In effort to reflect the corporation's commitment to creating a more inclusive and supportive workforce, the EDI Office in collaboration with the Facilities Management & Construction Services team, is actively working to establish a gender-inclusive washroom within all City

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facilities. As part of this initiative, staff will include the pilot of hygiene products in all identified gender inclusive washrooms. The targeted date for the completion of this project is spring 2024.

EDI Learning Series

The EDI Office has curated a specialized learning series designed for staff to strengthen their understanding and application of EDI principles. This initiative aims to empower staff with the knowledge and skills necessary for effective integration and fostering an inclusive environment within the corporation. Through this series, staff will gain insights into best practices, strategies and tools, equipping them to champion Indigenization, Inclusion, Diversity, Equity and Accessibility throughout the corporation. To begin, the EDI Office will start with Supervisors and above.

Municipal Newcomers Welcome Day

The EDI Office has conducted comprehensive research for a Newcomer Welcome Day event, aimed at welcoming and integrating newcomers into our community for October 2024. The Newcomers Welcome Day will encourage individuals and communities to spread the message of inclusion and collective prosperity. The activities identified will offer an educational component that is themed around acceptance, understanding, diversity and inclusivity. Staff are exploring beginning the event with a Canadian citizenship ceremony in Council Chambers and allowing the public to witness this important milestone this would be followed by; tours of City Hall and facilities; an information and services fair with local organizations; live entertainment and performances; and a vendor marketplace offering a diverse selection of culinary delights and products that reflect Kingston's multicultural essence.

2024 Dates for Recognition of EDI Events

Through this report, the EDI Office is seeking feedback from the committee on the proposed dates for EDI awareness and celebration recognition events. The committee's input is crucial in ensuring that the chosen dates align with the community's preferences and accommodates the diverse schedules of the community.

Proposed Dates:

- Intercultural Arts Festival – Sunday, September 22, 2024
- Newcomers Welcome Day – Between October 25 to 28, 2024

2023 Work Plan Deferral

In review of the current EDI Work Plan 2023-2026 (Exhibit A), the following deliverables have been deferred to allow for appropriate planning and/or consultations with the relevant groups. This includes reviewing timelines, internal and external capacity, and confirming engagement

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frameworks/plans. Staff will provide additional information and revised timings of these deliverables as work progresses.

Priority 1: Organizational Culture

- Develop a policy for unionized staff to join major corporate initiatives, including participation in sanctioned affinity groups/employee resource groups.

Priority 2: Attract, Recruit and Retain

- The Coworker Connect program will soon be launched through Learning & Development as part of City360.

Priority 3: Policies and Procedures

- Develop a Cyber Bullying and Online Harassment Policy for staff, Council, boards and committees; and
- Develop medicine and smudge policy

Priority 4: Learning and Development

- Continue roll-out of changing one word at a time campaign; and
- Continue to offer 2SLGBTQ+ Awareness & Allyship Training.

Priority 5: Community Engagement & Support

- Development of a framework for Urban Indigenous Advisory Circle (working group).

Contacts:

Vanessa Mensah, Manager, Equity, Diversity & Inclusion, 613-546-4291 extension 1344

Other City of Kingston Staff Consulted:

Kevin Gibbs, Director, Heritage Services

Danika Lochhead, Acting Director, Arts & Culture Services

Autumn Hulme, Communications Officer, Communications & Customer Experience

Exhibits Attached:

Exhibit A - EDI Work Plan 2023-2026

Exhibit B - Summary of the Community Engagement on the Pride Crosswalk

Equity, Diversity & Inclusion Workplan 2023-2026

Priority 1: Organizational Culture

Action/Deliverable	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
Draft social media communication and collate educational information on significant National and Provincial days	Communications & Customer Experience, Office of EDI	Internal - for information only	N/A	Ongoing
Continued support to organize Pride Parade participation for the staff	HR & Organizational Development, Communications & Customer Experience, Arts & Culture Services, Office of EDI, Transit Services, Fire and Rescue	Internal - for information only	N/A	Ongoing
Continued representation at Workplace Violence and Harassment Committee	HR & Organizational Development, Office of EDI	Internal - for information only	N/A	Ongoing
Create a process to recognize festivals and events for diverse employees	Office of EDI, Communications & Customer Experience	Internal - for information only	Q1 2023	In progress
Pilot program for the provision of hygiene products in staff toilets/bathrooms	Facilities Management & Construction Services with support from the Office of EDI, Communications & Customer Experience	Internal - for information only	Q3 2023	In progress
Identify gender-inclusive bathrooms in current City facilities, where feasible, and update signage	Facilities Management & Construction Services with support from the	Internal - for information only	Q3 2023	In progress

Action/Deliverable	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
	Office of EDI, Communications & Customer Experience			
Develop a communication plan and employee engagement strategy for orange and pink shirt days	HR & Organizational Development, Communications & Customer Experience, Heritage Services, Office of EDI	Internal - for information only	Q3 2023	Complete
Develop a policy for unionized staff to join major corporate initiatives, including participation in sanctioned affinity groups/employee resource groups	HR & Organizational Development, Office of EDI	Internal - for information only	Q3 2023	Deferred
Promote employees' well-being & engagement through the IIDEA Lens	HR & Organizational Development, Office of EDI, Communications & Customer Experience	Internal - for information only	Q1 2024	In Progress
Research on developing an employee hotline for anonymous tips	HR & Organizational Development, Communications & Customer Experience, Information Systems & Technology, support from the Office of EDI	Internal - for information only	Q4 2025	

Priority 2: Attract, Recruit and Retain

Action/Deliverable	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
Continued support of the Office of EDI on Hiring panels for managers and above competitions	HR & Organizational Development, Office of EDI	Internal - for information only	N/A	Ongoing
Continued communication and promotion of Employee Resource Groups	HR & Organizational Development, Communications & Customer Experience, Office of EDI	Internal - for information only	N/A	Ongoing
Develop a buddy program for new hires	HR & Organizational Development, Communications & Customer Experience, Office of EDI	Internal - for information only	Q4 2023	Deferred
Capacity building and empowerment of Employee Resource Groups	HR & Organizational Development, Office of EDI	Internal - for information only	Q4 2023	In Progress
Review and convert job descriptions and job postings to reflect the gender-neutral and inclusive language	HR & Organizational Development, Office of EDI	Internal - for information only	Q2 2024	
Review the information on KingNet for new hires with IIDEA Lens	Office of Strategy, Innovation & Partnership, HR & Organizational Development, Communications & Customer Experience, Information Systems & Technology, Office of EDI	Internal - for information only	Q2 2024	
Conduct an employee satisfaction survey to highlight	HR & Organizational	Internal - for information only	Q4 2024-26	

Action/Deliverable	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
internal barriers to creating an inclusive organization and sense of belonging for staff, ensuring multiple data collection methods	Development, Communications & Customer Experience, Information Systems & Technology, Office of EDI			
Develop an internship program for internationally trained professionals	HR & Organizational Development, Office of EDI	Internal - for information only	Q1 2025	

Priority 3: Policies & Procedures

Action/Deliverable	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
Continued support in the Development of the Talent Management Framework (TMF)	TMF Steering Committee	Internal - for information only	N/A	Ongoing
Ensure all City events are planned with an IIDEA Lens	Recreation & Leisure Services, Arts & Culture Services, Heritage Services	Internal - for information only	N/A	Ongoing
Review the City's current practices with an IIDEA Lens and recommend changes	Office of EDI	Consult and provide input	N/A	Ongoing
Develop a policy for fee-waiver and subsidies for the marginalized community organizations to use the City's facilities	Recreation & Leisure Services, Housing & Social Services, Office of EDI	Internal - for information only	Q2 2023	In progress
Develop Medicine & Smudge Policy	Heritage Services, Facilities Management & Construction Services, Office of EDI	Consult and provide input	Q3 2023	Deferred

Action/Deliverable	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
Develop a Cyber Bullying and Online Harassment Policy for staff, Council, boards and committees	Office of the City Clerk, Legal Services, HR & Organizational Development, Communications & Customer Experience, Information Systems & Technology, Office of EDI	Internal - for information only	Q3 2023	Deferred
Develop a framework to review Grand Theatre programming from the IIDEA Lens	Arts & Culture Services, Office of EDI	Internal - for information only	Q3 2023	Complete
Review the Housing & Homelessness Advisory Committee's Honorarium Pilot to introduce it to all Council's advisory committees, boards and working groups	Housing & Social Services, Office of the City Clerk, Office of EDI	Consult and provide input	Q4 2023	Complete
Development of Community Standards By-Law	Legal Services, Office of the City Clerk, Communications & Customer Experience, Office of EDI	Consult and provide input	Q4 2023	Complete
Complete the installation of flag poles as approved by Council	Facilities Management & Construction Services, Heritage Services, Office of EDI	Internal - for information only	Q4 2023	In Progress
Support the development of the City's new website with an IIDEA Lens	Communications & Customer Experience, Information Systems & Technology, Office of EDI	Internal - for information only	Q4 2023	In Progress

Action/Deliverable	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
Develop Religious Observance Leave Policy	HR & Organizational Development, Office of EDI	Internal - for information only	Q1 2024	
Implement IIDEA Lens for all City Council's appointment for advisory committees' boards and working groups	Office of the City Clerk, Office of EDI	Internal - for information only	Q1 2024	
Review Accessible Parking Standards	Office of the City Clerk, Licensing & Enforcement, Office of EDI	Internal - for information only	Q3 2024	
Review Municipal Access without Fear policy	Legal Services, Housing & Social Services, Strategy, Innovation & Partnerships, Communications & Customer Experience, Office of EDI	Consult and provide input	Q3 2024	
Review Facility Accessibility Design Standards (FADS) with IIDEA Lens	Facilities Management & Construction Services, Transportation Services, Engineering Services, Building Services, Licensing & Enforcement, Fire & Rescue, Legal Services, Office of the City Clerk, Office of EDI	Consult and provide input	Q4 2024	

Action/Deliverable	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
Review Public Arts strategy with IIDEA Lens to ensure systemically excluded and diverse communities of Kingston are represented	Arts & Culture Services, Heritage Services, Communications & Customer Experience, Office of EDI	Consult and provide input	Q4 2024	
Develop a volunteering framework and day-of-service policy for City staff	HR & Organizational Development, Office of EDI	Internal - for information only	Q2 2025	
Develop a framework for inclusive public consultation and engagement from the IIDEA Lens	Communications & Customer Experience, Heritage Services, Office of EDI	Consult and provide input	Q2 2025	
Assess parks, recreation, leisure, arts, culture and heritage programs for affordability and a sliding scale model	Recreation & Leisure Services, Arts & Culture Services, Heritage Services, Housing & Social Services, Financial Services, Legal Services	Internal - for information only	Q3 2025	
Play Structure Accessibility in City Parks - Develop a City-wide plan that identifies existing inventory and a strategy to increase accessibility in playgrounds as part of park renovations and new park development	Engineering Services, Public Works & Solid Waste Services, Office of the City Clerk, Office of EDI	Consult and provide input	Q2 2026	

Action/Deliverable	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
Develop and promote an inventory of existing accessibility assistive devices and assess additional needs to ensure alignment with current best practices	Office of the City Clerk, Recreation & Leisure Services, Arts & Culture Services, Facilities Management & Construction Services, Information Systems & Technology, Heritage Services, Residential Long Term Care, Corporate Asset Management & Fleet, Transit Services, Office of EDI	Consult and provide input	Q2 2026	
Develop a new policy/process on street naming and name changing, and conduct a review of current street names with IIDEA Lens	Planning Services, Heritage Services, Fire & Rescue, Engineering Services, Public Works & Solid Waste Services, Transportation Services, Transit Services, Communication & Customer Experience, Office of EDI	Consult and provide input	Q4 2026	
Develop Social Procurement Guidelines	Financial Services, Office of EDI	Internal - for information only	Q2 2026	

Priority 4: Learning & Development

Action/Deliverable	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
Continue roll-out of changing one word at a time campaign	Communications & Customer Experience, Office of EDI	Internal - for information only	N/A	Deferred
Continue to offer 2SLGBTQ+ Awareness & Allyship Training	Human Resources & Organization Development, Communications & Customer Experience, Office of EDI	Internal - for information only	N/A	Deferred
Develop an educational resource on EDI with a legal perspective	Legal Services, Office of EDI	Internal - for information only	Q1 2023	Complete
Roll Out of Indigenous Cultural Awareness E-Learning	Heritage Services, Human Resources & Organization Development, Communications & Customer Experience, Organizational Change Management, Office of EDI	Internal - for information only	Q3 2023	In progress
Design, develop and roll out inclusive leadership behaviour training for City Council and Management	Human Resources & Organization Development, Organizational Change Management, Office of EDI	Internal - for information only	Q4 2023	In Progress
Assist in the rollout of unconscious bias training & guide for hiring managers	Human Resources & Organization Development, Communications & Customer	Internal - for information only	Q4 2023	In progress

Action/Deliverable	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
	Experience, Office of EDI			
Design and develop Intercultural Communication Training	Human Resources & Organization Development, Office of EDI	Internal - for information only	Q2 2024	
Roll Out of Intercultural Communication Training	Human Resources & Organization Development, Communications & Customer Experience, Office of EDI	Internal - for information only	Q4 2024	
Develop a peer-to-peer EDI coaching program	Human Resources & Organization Development, Office of EDI	Internal - for information only	Q4 2025	

Priority 5: Community Engagement & Support

Action/Deliverable	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
Collaborate with community partners for the Anti-Racism Working Group & Anti-Racism Taskforce	Mayor’s Office, Office of EDI	Consult and provide input	N/A	Ongoing
Assist in reviewing City Hall Illumination, Proclamation and flag-raising applications	Office of the City Clerk, Heritage Services, Office of EDI	Internal - for information only	N/A	Ongoing
Support in Adjudication for the Newcomers Entrepreneur Award	KEDCO, Office of EDI	Internal - for information only	N/A	Ongoing
Participate in Kingston Immigration Partnership’s (KIP) International Student Working Group	Strategy, Innovation & Partnerships, Office of EDI	Internal - for information only	N/A	Ongoing
Participate in KIP’s Steering Committee	Office of EDI	Internal - for information only	N/A	Ongoing

Action/Deliverable	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
Participate in The University Council on Anti-Racism and Equity at Queen's University	Office of EDI	Internal - for information only	N/A	Ongoing
Participate in the Workplace Inclusion Charter community of practice	KEY, Strategy, Innovation & Partnerships, Communications & Customer Experience, Office of EDI	Internal - for information only	N/A	Ongoing
Revise newcomers' welcome gift	Strategy, Innovation & Partnerships, Housing & Social Services, Transit Services, Arts & Culture Services, Heritage Service, Recreation & Leisure Services, Office of EDI	Consult and provide input	Q2 2023	Complete
Collaborate in facilitating the community to organize National Indigenous Peoples Day	Heritage Services, Recreation & Leisure Services, Office of EDI	Internal - for information only	Q2 2023-26	In progress
Collaborate in organizing the programming for National Day for Truth and Reconciliation	Heritage Services, Recreation & Leisure Services, Office of EDI	Internal - for information only	Q3 2023-26	In progress
Support in planning and organizing Emancipation Day	Arts & Culture Services, Recreation & Leisure Services, Office of EDI	Consult and provide input	Q3 2023-26	In progress
Collaborate with ethnocultural associations and community partners for Inter-Cultural Arts Festival	Recreation & Leisure Services, Strategy, Innovation & Partnerships, Communications & Customer Experience, Arts & Culture	Consult and provide input	Q3 2023-26	In progress

Action/Deliverable	Leads/Partners	EDI Committee Involvement	Timeframe	Status Update
	Services, DBIA, Tourism Kingston, Office of EDI			
Provide consultation in organizing Canada Day Programming with IIDEA Lens	Recreation & Leisure Services, Office of EDI	Consult and provide input	Q3 2023-26	In progress
Research about planning municipal newcomers' welcome day	Recreation & Leisure Services, Office of EDI	Consult and provide input	Q4 2023	Complete
Support to develop and define program to support YSOH community Niche Cases	Heritage Services, Office of EDI	Consult and provide input	Q4 2023	Complete
Develop a framework for Urban Indigenous Advisory Circle (working group)	Heritage Services, Office of the City Clerk, Office of EDI	Consult and provide input	Q4 2023	Deferred
Support Indigenous Inclusion at City Hall initiative	Heritage Services, Office of EDI	Internal - for information only	Q2 2024	
Support Kingston Frontenacs in Memorial Cup Bid and Planning	Recreation & Leisure Services, Office of EDI	Internal - for information only	Q4 2024	
Create a community navigation hub to provide support to systemically excluded residents	Office of EDI	Internal - for information only	Q1 2025	
Develop an award program for community EDI initiatives	Recreation & Leisure Services, Communications & Customer Experience, Office of EDI	Consult and provide input	Q1 2025	
Develop Youth Fellowship Program to include systemically excluded community youth in civic engagement and municipal process	Office of the City Clerk, Mayor's Office, Council & Community Relations, Office of EDI	Consult and provide input	Q3 2025	
Review Mayor's Arts Awards and Civic Awards from IIDEA Lens	Arts & Culture Services, Office of EDI	Consult and provide input	Q1 2026	

Community Engagement on the Installation of a Permanent 2SLGBTQIA+ Pride Crosswalk

The City of Kingston collected data regarding the establishment of a permanent pride crosswalk during the Kingston Parade.

How we engaged:

Kingston Parade – June 17, 2023

A booth was hosted at the Pride Parade Community Fair throughout the day. During that time a digital and paper survey was available for community members to provide their feedback and suggestions for a permanent pride crosswalk.

Who we heard from:

Online:

Statistics from Survey Monkey:

- 21 engaged participants completed the surveys.

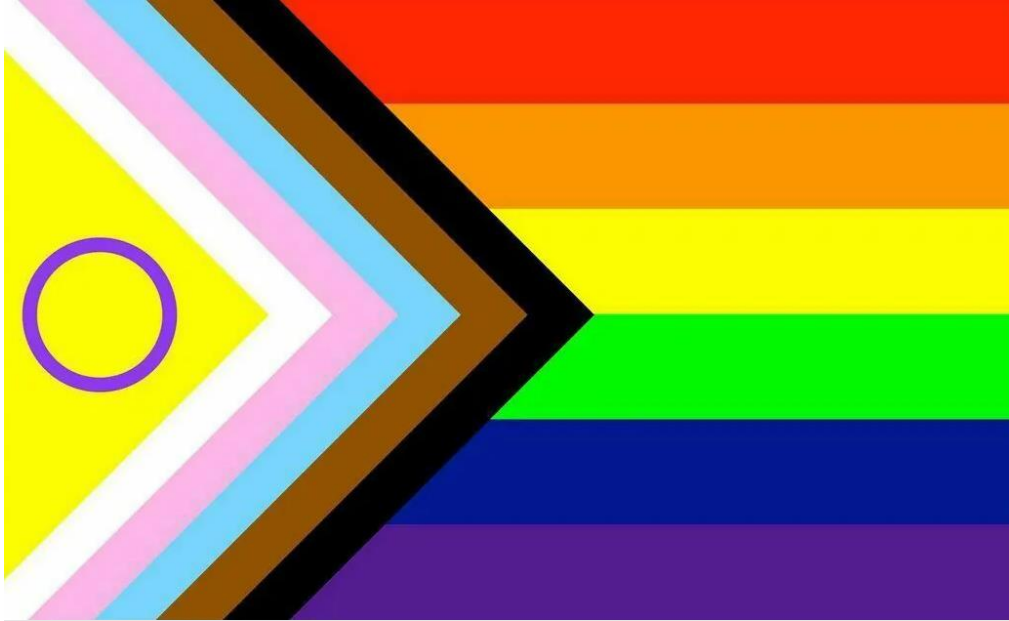
Paper:

Statistics obtained during the Kingston Pride Parade:

- 200 engaged participants completed the surveys.

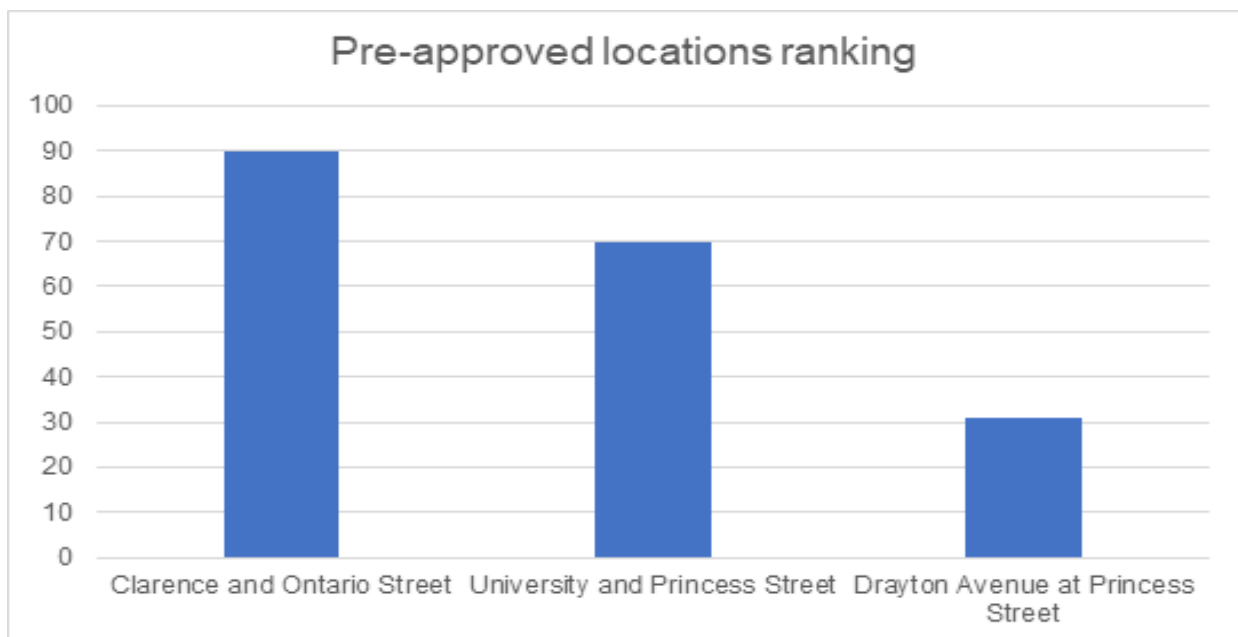
What we heard:

The survey aimed to identify a suitable location for this crosswalk, intending to foster a strong feeling of acknowledgment and support among residents from the 2SLGBTQIA+ Community. More than 95.48% of the participants considered that having a permanent pride crosswalk makes the 2SLGBTQIA+ Community feel recognized and supported by the City of Kingston. Participants emphasized the significance of feeling seen and supported. Comments said it demonstrates that Kingston is an inclusive community, promoting love and understanding.



On the second part of the survey, members of the 2SLGBTQIA+ Community were asked about the flag design (pictured above) to gauge their support and sense of representation. 95.93 per cent of the participants felt supported with the design, while a small group of participants, mentioned that they would prefer to keep the traditional rainbow flag.

Lastly, participants we asked to rank pre-approved location options for the Pride Crosswalk:



Clarence and Ontario Street was the preferred intersection for a permanent Pride Crosswalk among the options, securing the top spot with 45 per cent of the votes. University and Princess Street came in second place, with 35 per cent of the participants selecting it as their preferred choice.

Feedback from the residents of the 2SLGBTQIA+ Community:

The 2SLGBTQIA+ Community provided helpful feedback to improve the future Pride Crosswalk. The community expressed a desire for improved accessibility for disabled individuals. Participants also recommended the inclusion of more than one location to promote inclusivity and representations across different parts of the city. Concerns about safety and potential judgment from other residents were raised as challenges still faced by Kingston's 2SLGBTQIA+ community. Those concerns extended to the crosswalk itself, to address these concerns and avoid any disturbances, they recommend the implementation of security cameras near the crosswalk. This measure is aimed at providing an added sense of security and peace of mind for everyone in the community.

Next Steps:

The City is currently facilitating an environmental assessment and public engagement process related to the potential pedestrianizing of Ontario Street (<https://getinvolved.cityofkingston.ca/ontario-street-pedestrianization>). As such, the installation of the permanent Pride crosswalk cannot proceed until the completion of this assessment in the Fall of 2023.

The City is in receipt of a quote to install a permanent, thermoplast version of the Pride crosswalk and is committed to covering the expense. However, the City is using the wait period to inquire of a sponsorship opportunity for the installation of the permanent Pride crosswalk (<https://www.cityofkingston.ca/business/sponsorship-advertising/sponsorship>).